

## AGENDA



## Recommendation for Council Action

## AUSTIN CITY COUNCIL

Regular Meeting: October 5, 2017

Item Number: 015

## Purchasing Office

Authorize negotiation and execution of a contract with ARC Document Solutions, LLC, to provide records scanning and electronic conversion services, for a term of three years in an amount not to exceed \$432,256. (Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were an insufficient number of subcontracting opportunities; therefore, no subcontracting goals were established.)

<b>Fiscal Note</b>	Funding is available in the Fiscal Year 2017-2018 Capital Budget of the Aviation Department. A fiscal note is not required.
<b><u>Purchasing Language</u></b>	The Purchasing Office issued a Request for Proposals (RFP) PAX0142 for these services. The solicitation issued on April 24, 2017 and it closed on June 6, 2017. Of the nine offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a response list, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: <u>Solicitation Documents</u> < <a href="https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=117627">https://www.ci.austin.tx.us/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=117627</a> >.
<b><u>For More Information</u></b>	Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or <a href="mailto:AgendaOffice@austintexas.gov">AgendaOffice@austintexas.gov</a> < <a href="mailto:AgendaOffice@austintexas.gov">mailto:AgendaOffice@austintexas.gov</a> > NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Sai Xoomsai Purcell, at 512-974-3058 or <a href="mailto:Sai.Xoomsai@austintexas.gov">Sai.Xoomsai@austintexas.gov</a> < <a href="mailto:Sai.Xoomsai@austintexas.gov">mailto:Sai.Xoomsai@austintexas.gov</a> >.

<b><u>Council Committee, Boards and Commission Action</u></b>	September 12, 2017 - Recommended by the Airport Advisory Commission on a 9-0 vote, with Commission Members John Walewski and Jeremy Hendricks absent at this vote.
<b><u>Client Department(s)</u></b>	Aviation.

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**Additional Backup Information:**

The contract will provide records scanning and electronic conversion services for the Aviation department paper-based document records. The contractor will convert paper documents into secure electronic files to better manage document record availability, search ability, and retention schedules. The paper documents have a permanent retention policy and several records are classified as vital records. These records only exist in paper format and are vulnerable to elements (fire, water, humidity, etc.) that can destroy or compromise the integrity of the record.

This contract will replace the previous contract that expired on October 16, 2015. The previous contractor completed 15 percent of the scanned documents as required by the previous contract. This contractor will complete the remaining 85 percent as well as the estimated 700 boxes of related documentation.

An evaluation team with expertise in this area evaluated the offers and scored ARC Documents Solutions, LLC. as the best to provide these services based on cost, project solutions, prior experience and references, personnel and project management structure and local business presence.

This request allows for the development of a contract with a qualified offeror selected by Council. If the City is unsuccessful in negotiating a satisfactory contract with the selected offeror, negotiations will cease with that provider. Staff will return to Council so that another qualified offeror may be selected, authorizing new contract negotiations.

Per Local Government Records Act of 1989 (Chapter 201 to 205, Local Government Code), the City must ensure that its records are preserved and accessible throughout the designated retention periods. The conversion of these records along with storing the images and related metadata in the City's electronic document management system will assist Aviation to be in compliance with State regulatory compliance requirements of protecting its vital and permanent records. This conversion process will also enhance Aviation's business continuity and disaster recovery efforts.